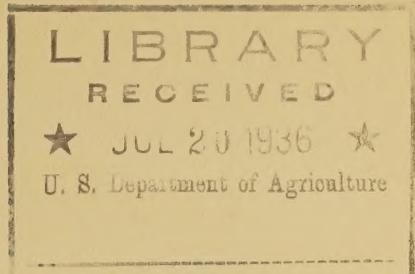


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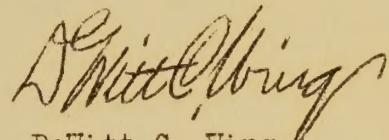
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

July 1, 1936

TO EDITORS OF FARM JOURNALS:

Enclosed is a copy of a telegram listing official delegates from the United States to the World Poultry Congress, to be held at Leipzig, Germany, July 24-August 2.

Sincerely yours,



DeWitt C. Wing
Specialist in Information

Enc.

DAY LETTER

A O HANKE

EDITOR POULTRY TRIBUNE
MOUNT MORRIS ILLINOIS

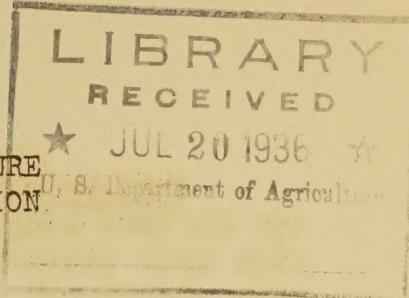
WASHINGTON DC JUNE 30 1936

NEWS RELEASE TODAY ANNOUNCES OFFICIAL DELEGATES FROM UNITED STATES TO
WORLD POULTRY CONGRESS LEIPZIG GERMANY JULY TWENTY FOUR AUGUST TWO (STOP)
DELEGATES ARE DOCTORS J R MOHLER AND H C MC PHEE BUREAU OF ANIMAL INDUSTRY
DIRECTOR C W WARBURTON OF EXTENSION SERVICE AND G F HESTER OF BUREAU OF
AGRICULTURAL ECONOMICS (STOP) JAMES E RICE OF NEW YORK J A HANNAH OF
MICHIGAN G D BUCKNER OF KENTUCKY R B THOMPSON OF OKLAHOMA AND J R BEACH
OF CALIFORNIA THESE FIVE BEING FROM AGRICULTURAL COLLEGES (STOP) THIS
REPLIES TO YOUR TELEGRAM JUNE NINETEEN TO STEDMAN

DE WITT C WING

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



July 11, 1936.

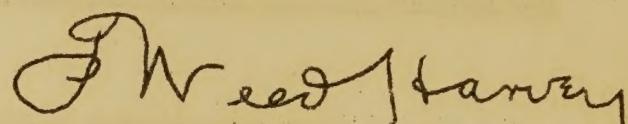
MEMORANDUM FOR DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

To comply with Memorandum Number Six Hundred Ninety-three (No. 693) issued by the Secretary under date of May 21, 1936, and Budget and Finance Circular Number Twenty-four (No. 24) issued under date of May 22, 1936, setting forth certain regulations and methods of procedure on the manner of reporting long distance telephone calls, the following instructions are issued effective July 1, 1936:

In Washington: For those offices utilizing the departmental switchboard in the South Building, each time a long distance telephone call is made (or received, if the charges are reversed), the operator will fill out Form AD 102 in triplicate, retain one copy and forward the other two copies through the office of Mr. Kenneth C. Marshall, Chief of the Clearance Section, Room 6726, South Building, which office will make the distribution of Form AD 102 to the respective division or section of which the employee who made or received the call is a part. After receipt in the respective divisions or sections of these Forms (AD 102), they will be signed by the person who made or received the call, be administratively approved by the Chief of the Division or Section involved, and then be returned to the Clearance Section, Office of Business Management. The Clearance Section will forward one copy of Form AD 102 to the Administrative Audit Section for its files and the other copy to the Superintendent of Telegraph and Telephone.

Field Stations: Each time a long distance telephone call is made the required form (AD 102) will be filled out in triplicate by the department operator if there is one, otherwise by the individual making the call (or receiving the call if the charges are reversed), who will retain one copy, the second copy to be filed in the Field Station Office, and the third copy to be forwarded to Washington with the voucher to which it pertains for final administrative approval by the Chief of the Division or Section under whose supervision such Field Station operates.

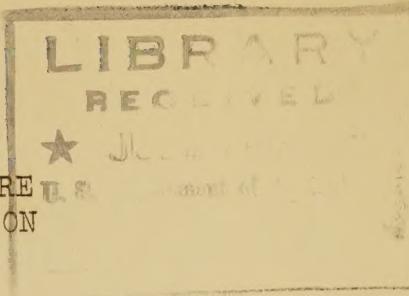
Employees in a Travel Status: Employees in a travel status who make long distance calls for which payment is made in cash shall prepare Form AD 102 in duplicate, execute the certificate, retain one copy for record purposes, and forward the other copy with the reimbursement account in which the telephone charge appears, which will receive administrative approval by the Chief of the Division or Section of which the employee is a part, at the time approval is given the reimbursement account.



T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE U. S.
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



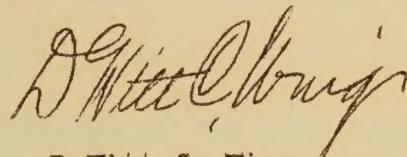
July 15, 1936

TO EDITORS OF FARM JOURNALS:

In connection with the Department's drought work, there has been set up the Kansas City Livestock Feed Agency, 755 Livestock Exchange Building, Kansas City, Missouri. E. O. Pollock is in charge. It will supply summary reports by states on livestock movements and prices and on available supplies of feed and prices. Lists of feed supplies will be available on application to that office, which, on request, will also send reports direct to county agents, farmers and newspapers. These reports are suitable for adaption and distribution to radio stations, county agents and newspapers. It is urgently desired to make clear to farmers the necessity of listing feed supplies with or obtaining information direct from the Kansas City office.

The foregoing is based on a telegraphic announcement made last Saturday by J. W. Tapp, chairman of the Department Drought Committee, and Dr. C. B. Smith, assistant director of the Extension Service.

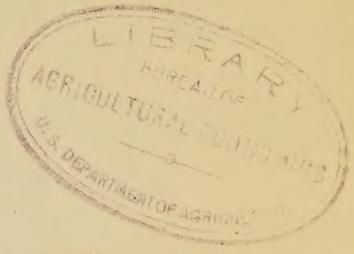
Sincerely yours,

A handwritten signature in dark ink, appearing to read 'DeWitt C. Wing'.

DeWitt C. Wing
Specialist in Information

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



July 27, 1936

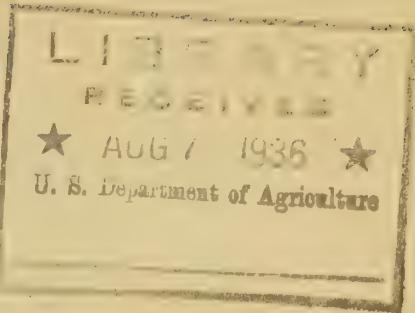
MEMORANDUM FOR DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

In order to comply with a memorandum received from the Division of Finance, it is requested that you direct such personnel in your office who prepare Requests for Letters of Authorization to prepare a sufficient number so that the original and two copies will be forwarded through the Budget Section of the Division of Finance to the Office of Business Management.

To carry out further the provisions under the new procedure of handling Requests for Letters of Authorization, it is desired that if and when a cancellation is requested of a certain Letter of Authorization which has been issued, that another request for cancellation of same be forwarded through the above-outlined channels in the same manner, with the same number of copies.

T. Weed Harvey
T. Weed Harvey,
Assistant to Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.



July 29, 1936

MEMORANDUM TO PERSONS TRAVELING FOR THE SOUTHERN DIVISION

We are enclosing a Letter of Authorization which was issued to you by the Acting Administrator at the request of the Director, Southern Division. Please note carefully the provisions contained in this Letter and adhere to its provisions unless special permission is granted in connection with the authorized travel and for which an amendment will be issued.

Reimbursement vouchers shall be submitted in the manner prescribed in the Letter of Authorization and "Unless otherwise required by law, accounts must be rendered currently for each trip of less than two (2) months duration or for the period ending with the month following the beginning of the travel, or for the period beginning with the month preceding the completion of the travel, but not more frequently than monthly, by calendar month". A "trip" is the time elapsing between your departure from official station and return thereto, and it is absolutely necessary that all times of departures and arrivals to and from your official station and other points which might affect your per diem be stated. The account will be returned for completion unless this information is given.

When submitting your account be sure the address appears plainly in the space provided, as lack of proper address frequently delays delivery of the check. Each account shall be signed in the space marked "Payee" before a notary public or another person authorized to administer jurat, unless the account is a resubmission of amounts deducted, in which case, it need only be signed by you. The dates and amounts shown on the face of the voucher shall be identical with those shown in the diary of the voucher, and the appropriation and code as shown in your Letter of Authorization shall appear on the face of the voucher in the spaces provided.

When Government Transportation Requests are used, memorandum copies shall be retained by the traveler at time of issuance, and then attached to the voucher covering travel to which they relate. Each request shall be listed in the spaces provided under the title "Memorandum of Travel Performed Upon Transportation Requested". It is important that the information be exact in detail and that amounts paid be listed without exception. If for any reason, travel performed upon Requests is out of the regular order, explanation shall be made in the account to cover any irregularities; and if any portions of tickets

are unused, they must be attached to the account or an explanation made as to their disposition. If cash fare is paid instead of using Transportation Requests, the amounts, supported by receipts, shall be claimed in the diary of the voucher, and reasons shall be given why Transportation Requests were not used. Otherwise, such amounts will be deducted by the General Accounting Office in the process of audit.

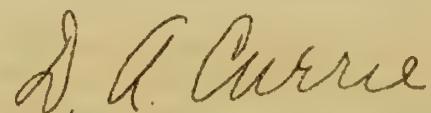
All travel must be in accordance with Standardized Government Travel Regulations under the provisions of your Letter of Authorization. A copy of these Regulations will be furnished upon request.

Each account shall be forwarded direct to this office for proper approval and record (unless you have been instructed to forward accounts through your State office). Since we are familiar with the necessary procedure, you will avoid unnecessary delay and confusion by following this request.

It is the desire of this office to cooperate with you in every way possible; and if there are any problems which need our special attention, we shall be glad if you will notify us.

Proper forms for making out expense accounts may be obtained from your State office or from this office upon request.

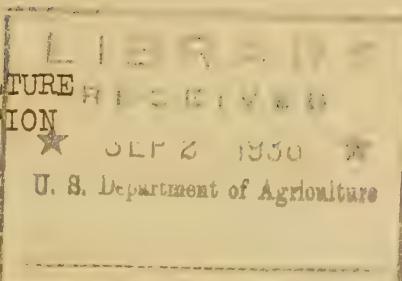
Very truly yours,



D. A. Currie,
Junior Administrative Assistant,
Southern Division.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



August 22, 1936

MEMORANDUM RELATIVE TO THE USE OF PERSONALLY-OWNED
AUTOMOBILE.

The attached Letter of Authorization includes special provision for the use of personally-owned automobile where it appears to be more advantageous and economical to the Government than the use of common carrier.

If your Letter allows the use of personally-owned automobile "when a showing is made in the reimbursement voucher of the comparative cost between travel by personally owned automobile and common carrier", Form AAU-9 must be executed in support of your claim showing train or bus schedules and prevailing rates taking into consideration the increased or reduced travel time, as the case may be. Reimbursement for the use of automobile may not be claimed in excess of the amount which would have been expended had you used common carrier, taking into consideration the per diem involved.

In the event you are allowed the use of personally-owned automobile "due to the rural travel involved" or "due to the fact that you will be accompanied by another individual who is authorized to perform the same travel but will make no claim for reimbursement of transportation expenses", mileage must be claimed on Form AD 22, "Statement of Travel by Motor Vehicle" at the rate of not to exceed 5¢ per mile. If you are claiming reimbursement for rural travel, the fact that rural communities inaccessible to common carrier were visited must be clearly shown. If you are accompanied by another individual authorized to perform the same travel, the name of the person accompanying you must be shown, and, if possible, reference made to his authority for this travel. If rural travel is interspersed with point to point travel (from city to city, etc. with no rural travel involved), claim for reimbursement of rural travel may be made at the rate of 5¢ per mile and point to point travel at the rate of 3¢ per mile. A statement of the fact that you used your personally-owned automobile and that no mileage claimed was traveled within the corporate limits of your official station must always be made by the following or a similar statement: "I hereby certify that the automobile used in this travel is my personal property and that none of the mileage claimed was

traveled within the corporate limits of my official station".

The original of Forms AAU-9 or AD 22 (executed in duplicate) must be signed by you and attached to Forms 1012 and 1012a and the aggregate mileage at the rates specified must be included in the diary of Forms 1012 and 1012a in order that your total claim for reimbursement will include the amount claimed for use of automobile.

The necessary forms may be obtained from your State office or from this office upon request.

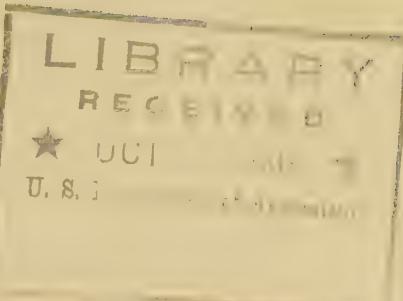
Very truly yours,

D. A. Currie
D. A. Currie,
Junior Administrative Assistant,
Southern Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

October 2, 1936

MEMORANDUM FOR DIRECTORS OF DIVISIONS
AND CHIEFS OF SECTIONS



The memorandum for Directors of Divisions and Chiefs of Sections under date of June 6, 1936, a copy of which is attached, is supplemented as follows:

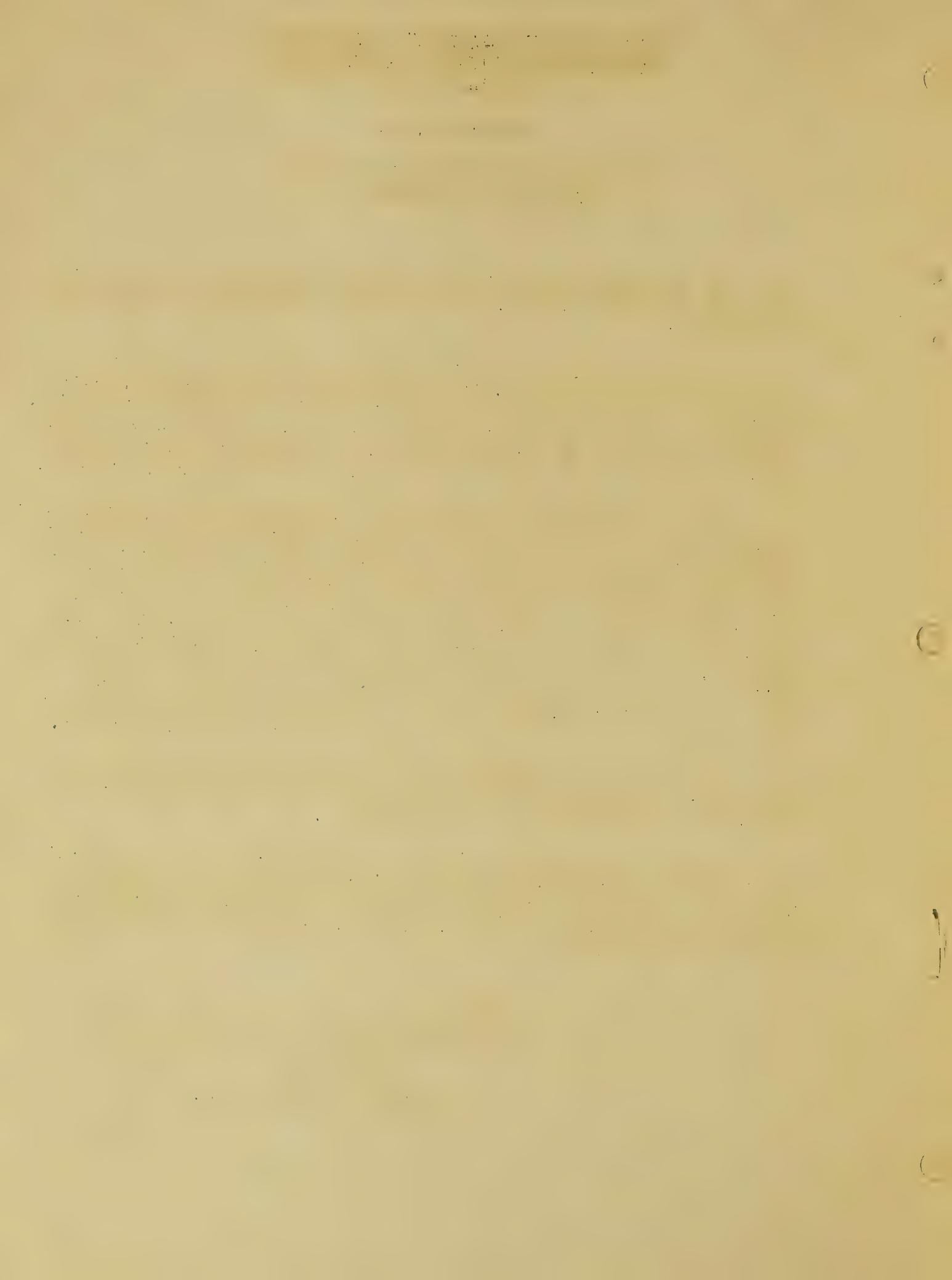
To comply further with the encumbrance accounting system now in use by this Administration, it is necessary that Form AAA-339, Request for Letter of Authorization, be forwarded through the Office of Business Management to the Records and Accounts Section, for the purpose of liquidating the remaining unobligated encumbrance authorized in the original Letter of Authorization issued to any employee of this Administration.

In the preparation of Form AAA-339, due thought and consideration should be given to the possibility of obligations which may have been incurred and have not as yet been liquidated, and the difference between these total obligations and the original amount shown in the Letter of Authorization should be stated. You are requested to instruct all persons having Letters of Authorization issued by this Administration, who have completed their assignments and other activities authorized in their letter, to submit with their reimbursement voucher the required Form AAA-339 in triplicate, signed by the Director of the Division or the Chief of the Section, stating that the accompanying voucher represents all obligations incurred under the original Letter of Authorization.

The procedure as outlined in the foregoing paragraph shall also be followed in requesting the termination of Letter of Authorization under which obligations have been incurred.

In those cases where a request is received for the cancellation of a Letter of Authorization as of the date of issue, it is understood that such request shall serve as authority to the Records and Accounts Section to proceed with the full and complete liquidation of the encumbrance relating thereto.

T. Weed Harvey
T. Weed Harvey,
Assistant to Administrator.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

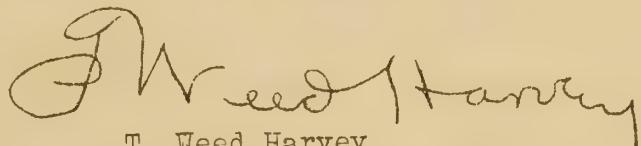
June 6, 1936.

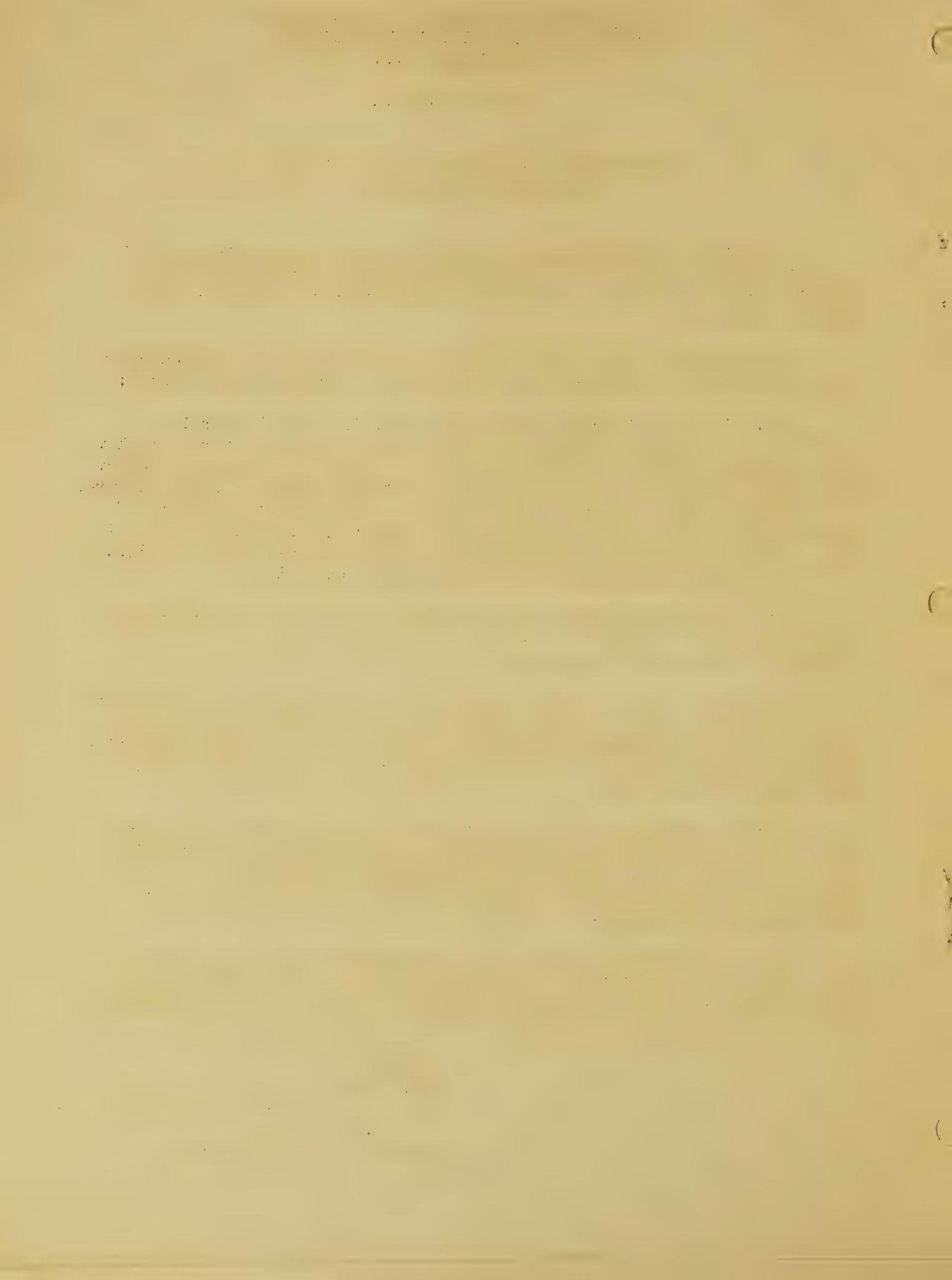
MEMORANDUM FOR DIRECTORS OF DIVISIONS
AND CHIEFS OF SECTIONS

In view of the encumbrance accounting system being installed by the Division of Finance, it is necessary to curtail to whatever extent possible the large number of letters of authorization which have been issued in the past.

To accomplish this purpose, and not interfere with the necessary travel that must be performed, the following instructions are issued:

1. The Administrative heads of all divisions will furnish to the Office of Business Management a list of all employees for whom they desire general letters of authorization, this list to be accompanied by individual requests for same showing the estimated amount of expenditures to be incurred over a period of three months, although the letters of authorization will be for a period of one fiscal year beginning July 1, 1936. However, Directors of Divisions and Section Chiefs will be issued a letter of authorization in its entirety on an annual basis.
2. No employee should exceed the amount set forth in his letter of authorization. To have this amount increased it will be necessary to amend his letter for that purpose.
3. After receipt by the employee of his general letter of authorization, there should be issued a travel order, executed by the division heads or his administrative assistant, and should receive administrative approval by this office not less than forty-eight hours prior to the departure of the employee.
4. The administrative assistants who are designated to prepare travel orders and requests for letters of authorization under the direction of the heads of divisions, should familiarize themselves with the government fiscal and travel regulations so as to avoid delays such as have occurred in the past.
5. All requests for letters of authorization and travel orders will henceforth be forwarded to the Budget Section, Division of Finance, where they will receive the check deemed necessary and then be forwarded to the Office of Business Management for Administrative approval.


T. Weed Harvey,
Assistant to Administrator.



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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

October 20, 1936

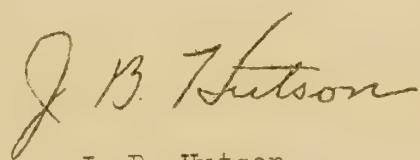
MEMORANDUM TO EMPLOYEES OF THE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Due to the fact that a great deal of the work under the Agricultural Conservation Program, which had previously been carried on in Washington under the Agricultural Adjustment Administration, will be handled in the State offices of the several divisions, the personnel of this Administration in Washington will be reduced in the near future.

In connection with the new program there will be available in the Southern, North Central, and Western Divisions, positions in the field as Audit Clerk at \$1440 per annum, Checker at \$1260 per annum, Computer at \$1260 per annum, and Clerk at \$1260 per annum. It is estimated that the duration of the work of such positions will be from three to six months.

It is requested that employees of the Agricultural Adjustment Administration, claiming legal residence in one of the States included in the Southern, North Central, or Western Divisions, indicate on the accompanying form whether or not they are interested in accepting one of the above named field positions. Return the completed form to James E. Jones, Room 6727, South Building, who will be glad to give you any additional information desired relative to the field work under the Agricultural Conservation Program.

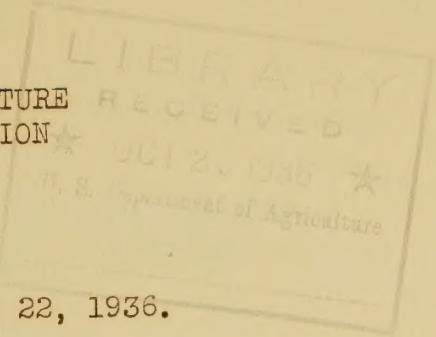
Your supervising officer has been furnished with a map showing the States embraced within the several Divisions.



J. B. Hutson,
Acting Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



October 22, 1936.

MEMORANDUM FOR DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

It has been brought to the attention of this Administration by a memorandum issued by the Office of Budget and Finance, United States Department of Agriculture, that the Chief Disbursing Officer, Division of Disbursement, Treasury Department, states that requests for advances of funds, under the provisions of the Subsistence Expense Act of 1926 or the Act of 1902, are frequently delivered to the wrong section of his office, which causes delays in the issue of checks for such advances. It is therefore requested that all messengers and others delivering such request forms be specifically instructed to take them to Room 102, Treasury Annex No. 1, in which the Division of Disbursement is located, and hand them in at the window bearing the sign "Travel Advances". All envelopes containing such request forms should be addressed to Mr. H. H. Millard, who is in charge of the Travel Advance Section. Careful observance of these instructions will assure the prompt issue of checks for advances.

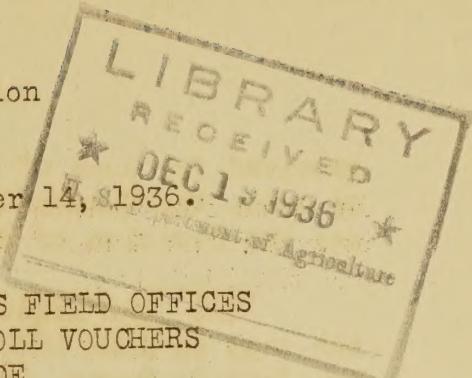
T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

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U. S. Department of Agriculture
Agricultural Adjustment Administration
Washington, D. C.

December 14, 1936.



SUPPLEMENTAL PROCEDURE TO BE FOLLOWED IN THE VARIOUS FIELD OFFICES
OF THIS ADMINISTRATION IN THE SCHEDULING OF PAYROLL VOUCHERS
ON WHICH RETIREMENT DEDUCTIONS ARE MADE

To conform with regulation issued by the Comptroller General of the United States it will be necessary to prepare a set of Forms 1070 for each schedule of payrolls involving retirement deductions sent to the disbursing officer, whether located in Washington or in the field. To avoid the preparation of an unnecessarily great number of Forms 1070 it will therefore be desirable to include as many payrolls as possible on one "Schedule of Disbursements" (Standard Form 1064). Undue delay should be avoided in holding up payroll vouchers to await receipt of additional vouchers.

(a) The person scheduling payroll vouchers must prepare a sufficient number of Form 1070 (original and carbons) to support each Schedule of Disbursements (Standard Form 1064) on which payrolls involving retirement deductions are scheduled to the disbursing officer.

(b) List on the Form 1070, according to bureau voucher number, the total amount of ~~retirement~~ deductions involved in each payroll scheduled on the corresponding Schedule of Disbursements, Form 1064.

(c) All Field Payroll offices must send the original and three (3) carbons of the Form 1070 to the Regional Disbursing Office, clipping same to the Schedule of Disbursements, stamping one copy of Form 1070, "Forward to Office of Budget and Finance, United States Department of Agriculture, Washington, D. C." One of the copies of Form 1070 will be returned to the Field Payroll Office by the Regional Disbursing Officer.

(d) After receipt in the Field Payroll Office of the Forms 1070 and 1064 (after payment of vouchers), the three copies of Form 1070 retained by the Field Payroll Office at the time the payroll vouchers were submitted to the Disbursing Office for payment, should be forwarded to the Administrative Audit Section, Agricultural Adjustment Administration, Washington, D. C., for further distribution. All Forms 1064, Schedules of Disbursements, retained by the Payroll office after submission of payroll vouchers for payment, will be distributed as heretofore and in accordance with original payroll procedure.

(e) The Administrative Audit Section located in Washington, D. C., upon receipt of the three carbons of Form 1070 from the various Field Payroll Offices, shall group all such forms by Regional Disbursing Office symbol numbers, i.e., one copy of each set of three carbons

received for each of the following offices to which distribution shall be made: the General Accounting Office, the Civil Service Commission, and the Division of Bookkeeping and Warrants of the Treasury Department.

(f) The Regional Disbursing Officer will detach for his file, the copy of Form 1070 from the Form 1064 which is to be forwarded to Mr. John B. Payne, Chief, Records and Accounts Section, Agricultural Adjustment Administration, Washington, D. C.

Important Changes in Preparation of Standard Form 1064 and Reference Thereon to Corresponding Form 1070.

(a) In preparing Standard Forms 1064 (Schedule of Disbursements) scheduling payrolls involving retirement deductions, it will not be necessary (after use of Form 1070 is inaugurated) to show in the column headed "Symbol of Appropriation or Fund", below each payroll entry the amount of the retirement deductions pertaining to that particular roll, but in lieu of these individual entries the following information should be indicated at the foot of the column headed "Amount":

Gross	\$
Less Retirement	\$
(Form 1070 No. _____)	_____
Net total	\$

The Forms 1070 should be numbered consecutively by the preparing office in one series for the fiscal year.

(b) In the above summary, the amount indicated as the "Gross Total" should, of course, be the total of the amounts entered in the column headed "Amount" on the Form 1064 (Schedule of Disbursements) and equal the total of the "Gross Amount Earned" column of all the payrolls on the Schedule (Form 1064). The amount indicated after the words "Less Retirement" should equal the total of the "Deductions Retirement" column of all the payrolls on the Schedule, as well as the total of the accompanying Form 1070, to which reference should be made on the Form 1064 by serial number, as indicated above; and the "Net Total" should equal the total of the "Net amount paid" column of all payrolls on the Schedule. The summary should always be checked and balanced in this manner, as this will assure the correctness of the Forms 1070, which is very important because of the widespread distribution thereof to the different agencies of the Government involved.

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.